

ANNUAL REVIEW OF RECORD RETENTION SCHEDULES LETTER

Background

Units may need to change records schedules and retention periods over a period of time. In order to ensure that DHMH schedules still reflect current needs, each unit is required to review their records schedules and retention. Prior to the end of every fiscal year, Unit Directors that are responsible for record schedules must review their record schedule for current unit needs.

Review Certification

I, _____, have reviewed Schedule Number _____ on
(DIRECTOR NAME) (SCHEDULE #)

(REVIEWED DATE)

Initial One

_____ I am making no changes to my record schedule. The record schedule still reflects the current needs of the unit.

_____ I am making changes to my record schedule. I will submit a DGS 550-1 to the DHMH Records Officer.

(SIGNATURE)